



REGISTRATION CHECK LIST

Please use this check list to assist you with the National's registration process

Input Registration On-Line

- For schools purchasing hotel rooms through the United Spirit Association, the nationals registration must be inputted on or before **November 30, 2018**
- For schools not purchasing hotel rooms through the United Spirit Association, the nationals registration must be inputted on or before **February 1, 2018**
- Go to usa.varsity.com for the link for Dance Nationals registration
- Please use the "How To Register" document on the USA website for easy steps on how to register for Nationals

Pay Deposit (for schools/teams purchasing hotel rooms only)

- For schools/teams purchasing hotel rooms through the United Spirit Association, a \$100 per person deposit **must** be received on or before **November 30, 2018**

Submit Additional Nationals' Paperwork

- **Release and Waiver Forms** – send in complete, original Release and Waiver forms for all participants and for each coach on or before **February 1, 2019**. Do not send in release forms for parents attending the event. It is suggested, but not required, that release forms are sent a traceable way (e.g. Fed Ex, UPS, etc.) so that you can track the documents to ensure they have been received.
- **Policies and Procedures** – this document will be sent to the contact on the registration for signatures via DocuSign. Either complete the form via DocuSign or download the original form, gather the appropriate signatures and either mail in the original or email the form to kbetts@varsity.com on or before **February 1, 2019**.
- **Registration Packet and Score Sheet Pick Up Information** – this information will be requested via email or use the following link to access the form <http://bit.ly/2J9xWXa>. Please make sure to complete and submit the request on or before **February 1, 2019**.
- **On Site Contact Information** – this information will be requested via email or use the following link to access the form <http://bit.ly/2CX7WxR>. Please make sure to complete and submit the request on or before **February 1, 2019**.
- **Travel Information (USA Hotel Customers Only)** – this information will be requested via email or use the following link to access the form <http://bit.ly/2RcB0or>. Please make sure to complete and submit the request on or before **February 1 2019**.
- **Proof of Music Licensing** – send in proof of music licensing via email, fax, or mail the original to the USA office on or before **February 1, 2019**.



Submit Balance Due or Payment in Full on or before February 1, 2019

- Please submit the final balance due or payment in full on or before **February 1, 2019**.

Submit Changes or Cancellations on or before February 1, 2019 (if applicable)

- All changes and/or cancellations must be made through the Nationals Registration Portal on the USA Website. Changes/cancellations will not be accepted over the phone or via email. **Please do not submit multiple change requests for the same change. Once a change has been processed you will receive an updated invoice showing the change.**
- For hotel room cancellations, the cancellation fee is \$100 per room.
- There are no refunds for changes/cancellations made after **February 1, 2019** and full payment will still be due.
- Changes received after **February 1, 2019** are subject to a \$25 administrative fee.

Prepare for USA Spirit Nationals On-Site Registration

- Onsite registration is available starting at 12:00 Noon on Friday, March 15, 2019. Please watch for an email with detailed registration information prior to the event.
- To speed up the registration process, please make sure all registrations forms have been submitted to the USA Office per the directions above. **Please do not bring forms to the event.**
- Ensure that your account does not have a balance due. Payment in full for all registrations is due on or before **February 1, 2019**. **Please do not bring payment to the event.**